

Colaton Raleigh Parish Council

To Members of Colaton Raleigh Parish Council 29th October 2025.

You are duly summoned/required to attend the **Parish Council Meeting** of Colaton Raleigh Parish Council to be held on **Monday 3rd November 2025** in the Village Hall, Colaton Raleigh at 7.30pm

Agenda

1. **Apologies:** To receive apologies and approve reasons for absence
Janice Papworth – holiday, John Hart – personal family matter
Danuta Joyce – Footpaths Officer
2. **Declarations of Interest**
3. **To consider Co-option of member/s to the Council to fill the Casual Vacancies currently outstanding**
(Representation of the Peoples Act 1985, s.21)
4. **Minutes of previous meeting:** To consider the approval of the minutes of the previous meeting of the Council held on 4th September 2025
5. **Progress Reports**
 - a. **Refurbishment of MUGA** (CIL funded)
I am still chasing this with the contractor.
6. **Matters Requiring Discussion**
 - a. **To receive update regarding the proposal to install a new bus shelter on Exmouth Road – JB**
Jess has contacted Mark Phillips, the Integrated Transport Officer at Devon Highways to see if he can intervene with BT – awaiting reply
 - b. **Section 106 funding**
 - i. **To consider quotation/s for new Playpark equipment and replacement/repair of toddler swing**
Total funding available £15,721.77
I have approached several companies, unfortunately Creative Play do not produce a metal swing. Prices range from £2357 (Wickstead) to £2895 (Playdale) exc. delivery, installation and removal of existing swing.
Quotation from Playdale – equipment prices: metal cradle swing, springer horse (£920) and roundabout (£7,995) which would require a safety buffer zone of 5.6m. Installation for 3 items and removal of existing cradle swing £3480. Safety surfacing for roundabout £4,089. Subject to a site survey. Total inc. delivery and welfare provisions = £14,239.13 plus VAT.
Exc. Roundabout = approx. £5,644.50
Prices valid until end of 2025.

This needs to be investigated further with each company completing a site survey.

Repair only to existing timber 'A' frame?
 - c. **Village Pound**
 - i. **to receive an update relating to permission for signage (CP)**
Permission refused by SJB Foods.

- d. Jubilee Memorial Tap – to receive an update (CP/SM)
- i. To consider quotations for restoration of plaque – CP
Quotation received from Bespoke Lettering £850. Alternative being sought by CP
 - ii. Replacement of grille beneath tap - SM
 - iii. Protection of memorial from future damage – SM
- e. To approve costing for application to close F11 whilst tree works are taking place
Application cost to DCC would be £300. If agreed, Andy can do the work at the beginning of December (£700)
- f. To receive an update on meeting with Carl Harrison (DCC) regarding the request for placement of TPOs on 'landmark' tree/s in village (MM/RC)
Carl Harrison has advised that he will begin the process of a TPO for the maple tree on the corner of Brook Lane, Eden Way. Regarding the other two trees he suggests waiting until such time as information leads the council to believe they are more vulnerable.
- g. To receive an update on Devolution proposals and the reorganisation of local councils – CP
CP attended a meeting at EDDC offices in Honiton in October?
- h. To agree Parish Council meeting dates for 2026/27
Monday 12th January 26
Monday 9th March 26
Monday 11th May 26
Monday 13th July 26
Monday 14th September 26
Monday 9th November 26

Annual Parish Meeting – Monday 20th April 26? (Easter is 3rd/6th April)

7. Planning Matters

- a. To consider applications received
25/1291/ADV Oakland Service Station, Sidmouth Road, Aylesbeare. Appeal against EDDC refusal decision for erection of an illuminated D6 small format advertisement display
25/2184/FUL – Dunsmore Farm, Sanctuary Lane, Woodbury. Demolition of agricultural buildings and the construction of 1no. dwelling with associated works, following the grant of prior approval (ref. 25/1049/PDQ)
- b. To consider applications received after agenda publication (subject to circulation prior to meeting)
- c. To note applications/appeal/comments since the last meeting (considered under delegated authority).
- d. To note approvals/refusals by EDDC since last meeting
25/0051/FUL Stables at Winkleigh Lane, Woodbury. Proposed conversion of stables into single storey dwelling.
Refused 22.9.25

8. Correspondence (not already circulated) and any response/s required

9. Clerk's Report

- Email from Clerk at Woodbury stating that they are reviewing their maintenance situation for open spaces and assets and asking if Woodbury PC employed someone would the parish council be interested in buying into the service ie paying for a maintenance staff member one day a week to carry out works within the parish. This would have to be a permanent arrangement, not if and when.
- Devon Countryside Access Forum applications invited for members. Closing date 30th November.
www.devon.gov.uk/dcaf for application form
- Email from Adrian Priest, CDE Estates Surveyor, regarding repairs to roof of the Pound. A contractor has inspected the building, and quotations are being prepared.

- I have been sorting through files etc. ready for new Clerk. In accordance with the Document Retention Policy I intend to dispose of the following:

Items to be sent to Devon Records Office (in the new year)

Files: Acquisition of land for bus shelter

Transfer of garden of remembrance

Audit 2009/2019

CRPC Minutes 1995/2019

Colaton Raleigh Commons Registrations (Commons Reg. Act 1965)

Local Government Boundaries Review and Electoral Arrangements inc. 1961 census

Cemetery correspondence (extension to churchyard) 1987/93

Colaton Raleigh Poor Rate Book (October 1925/March 1926)

CRPC Receipts & Payments Book 1917/1959

Budleigh Salterton Urban District Water Maps dated 1924 (10 in total)

Exmouth Urban Water District Plans & Sections relating to Parish of Colaton Raleigh dated 1910 (4 in total)

10. Reports (for information)

a. County Councillor – report has been circulated.

- Highways – see item 10h
- Climate Resistant Otter Catchment Project (CROC) update

b. District Councillor/s

c. Police – JP

i. Parking in village

JP attended a Police Advocate Meeting in Cranbrook on the 30th September. A new Inspector has been appointed to our community policing area and, as such, regular local meetings are starting up again. There are 9 neighbourhood officers and 2 PCSO'S assigned to our area which covers a large part of East Devon. As well as Colaton Raleigh, this includes Exmouth, Cranbrook, Broadclyst and will also include the new town Marlcombe. The only discussion relevant to Colaton Raleigh was about parking and JP explained the issues in the village. The hatched areas and any yellow lines are not enforced by the police but by Devon County Council (Highways) who have limited resources. The Inspector suggested that the parish council write letters to residents explaining the issues caused by parking on the hatching and left the letters on the car windscreens. He also suggested posting photos of the offending cars on social media in order to educate drivers.

(The parish council does not have its own profile on Facebook, and posting of photos would need to be done from a personal account with all the consequences!)

In the experience of the police, there is some confusion over what is a police matter and what is not. There is a website called 'Ask the Police' where residents can enter details to determine what is and what is not a police matter. <https://www.askthe.police.uk>

d. Village Hall - RC

i. To consider repair or replacement of notice board

Quotation from Earth Anchors for a metal replacement with logo

Anodised silver £342 Green, blue or red £428 plus £30 delivery and VAT.

We would need to get this installed, and also require permission from the Village Hall.

A timber board would cost in excess of £1000

e. Footpaths – ED/DJ

f. Playing Field – SM

g. Highways – SM

Meeting at CDE offices on Wednesday 7th October attended by JB, SM, RC, JP, Rob Richards (Deputy Director of Highways at DCC), a representative of Devon & Cornwall Police, a representative from CDE Estates, Stephen Berisford from SJB Foods, Cllr. Henry Riddell (representing David Reed MP). The purpose of the meeting was to discuss road and safety issues at Hawkerland Road.

- Tom Cox will commission a speed survey and consider the findings with Devon & Cornwall Police and road safety colleagues
- Report to be sent following HATOC meeting on the 25th November. JP attending with JB.
- Request for double yellow lines at the junction of Hawkerland Road/B3178 has been added to the Waiting Restrictions programme. The white hatching will be retained and the markings put parallel to the wall.
- The disabled bay will be moved back from the B3178, subject to the position of any private driveway and any negative impact on the user of the bay.
- 'Pedestrian in carriageway' sign. The only obvious place for this is at the edge of the verge outside of the industrial estate, which would require permission from CDE. Tom Cox will obtain a quotation.
- The B3178 is programmed to have extensive patching in 26/27, the current plan is part of a bigger co-ordinated scheme running from Budleigh through to Newton Poppleford. It would then be expected that surface dressing would take place the following year.
- Tom Cox will request that the community is added to the list of parish remarks, however, due to budget limitations this has only been delivered to 25 parishes in the last year, out of approx. 400 plus Exeter. DCC are working with the new administration to look at the cost of accelerating the remarking of rural markings, but no firm commitments can be made.

h. Heaths to Sea Landscape Recovery Project – JH/DJ

i. Speedwatch – DJ

11. Financial Matters

a. To approve the following payments:

Halycon Landscaping – grass cutting (Sept/Oct)	£266.38
NDC – payroll	£593.37
Clerks expenses	£134.86
Colaton Raleigh Village Hall (hire)	£30.00
SLCC membership fee	£110.00
Devon County Council – footpath closure fee	£300.00

Helen Sweet (plants for village)	£66.40 (Note that in future a budget must be set)
Janice Papworth (photos for HATOC meeting)	£8.99

b. Payments In

EDDC Precept (2nd half) £6183.45

c. Bank Balances

Current acct. £11,569.42

Deposit acct. £20,314.48 (Note interest rate change on 11th Nov. reduced by 0.10% to 1.10%)

d. Reserve Balances £12,833.82

P3	£2686.25
Emergency Plan	£457.34
VAS	£300.00
Defibrillator	£231.52
Playpark equipment	£966.00
CIL	£6,627.71
Devon Communities Together	£815.00
Contested election	£750.00

e. Appointment of Internal Auditor

NSG Financial Services have agreed to continue.

f. To consider draft budget for 2026/27

Budget and report have been circulated. Have I missed anything – are there any other projects to be considered.

Budget will be finalised at January meeting.

12. Public Questions

At the last meeting, Helen Sweet asked about the repainting of the bungalows. Melanie has made a 'Councillors Enquiry' to EDDC and hopes to have a reply for this meeting.

Helen Sweet – Why has Alan Carter not been contacted again about digging out the rill? Following Kevin's resignation the Parish Council does not have the manpower to undertake organising and leading this again. It is the responsibility of the riparian owners whose properties border the rill.

13. Councillors reports and items for future agenda

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

14. Members to note the date of the next full Council meeting

15. Exclusion of Public and Press

To RESOLVE that, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded from the meeting during consideration of the following item due to the confidential nature of the business to be transacted

16. Appointment of a New Clerk

To consider matters relating to the appointment of a new Parish Clerk, including terms of employment and salary
Two applications, both interviewed. Preference for Harriet Pipkin who lives in the village and works for CDE/calf rearing.
Salary at bottom of scale as she has no local government experience £15.06 per hour with a WFH allowance of £26 per calendar month. Hours – 5 per week.

Start date: 1st December with current clerk retiring on 31st December to allow hand-over.

Approval of training costs in first three months - £75 (Website/email) and £90 for DALC/Essential New Clerk training courses in 3 parts.

Rob – I will carry out a short handover with Harriet at the end of the week, but she will need the laptop and files in order to start on the 1st December. I am away from the 12th November to 15th December – I don't think she should have access to the laptop etc. until the 1st December. Can I arrange for you to pick them up from me and give them to Harriet on the 1st?

Susan Tyrrell Clerk to Colaton Raleigh Parish Council, 29th October 2025

Susan Tyrrell, Parish Clerk, can be contacted by telephone on 01395 568166

or by email at clerk@colatonraleigh-pc.gov.uk

Website: www.colatonraleigh-pc.gov.uk